

### **MOTOR CARRIER SERVICES**

# MoDOT CARRIER EXPRESS International Registration Plan

# How to add a vehicle to an established fleet

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#### **IMPORTANT NOTES**

#### **USERID & PASSWORD**

To file online, you must have a userID and password. If you do not have a userID and password, e-mail contactmcs@modot.mo.gov

If you have forgotten your password, go to the log in page www.modot.org/mce and click on the orange button on that page. Follow the instructions to reset your password.

If you have forgotten your password, Click Here

#### **GETTING BACK TO WHERE YOU LEFT OFF**

If you exit MoDOT Carrier Express at any time during a transaction, and the renewal is not in an invoiced status, you must use the **SUPPLEMENT CONTINUANCE** function (see page 11) to return to the last saved page.



Do not use your browser's back button. Using the back button or arrow will end your MoDOT Carrier Express session. After any session is ended, you are required log in again and use the **SUPPLEMENT CONTINUANCE** function to proceed.

#### PRISM ERROR MESSAGES

Gray boxes with error messages will pop up when information in MoDOT Carrier Express does not agree with information held by the FMCSA.

To update your information with FMCSA, use a Form MCS 150 – update electronically at <a href="www.safersys.org">www.safersys.org</a> or download a paper copy at <a href="www.modot.org/mcs/irp/index">www.modot.org/mcs/irp/index</a> and fax, e-mail, or mail it to MoDOT. MCS-150s must be updated at least once every 18 months. Information on file with MoDOT Motor Carrier Services must match the information you gave to the FMCSA. This includes Entity Type, Tax Payer Identification Number, Operation Type and all other information. If you have questions about error messages, call our office toll-free at 1-866-831-6277.

Toll-Free: 1-866-831-6277

Local: 573-751-7100

Fax: 573-751-0916

#### **OUR CONTACT INFORMATION**

MoDOT Motor Carrier Services 1320 Creek Trail Drive PO Box 893

Jefferson City, MO 65102-0893 E-mail: contactmcs@modot.mo.gov

THE ADD VEHICLE SUPPLEMENT REGISTERS ADDITIONAL VEHICLE(S) TO AN ESTABLISHED FLEET

#### Qualified Vehicle -

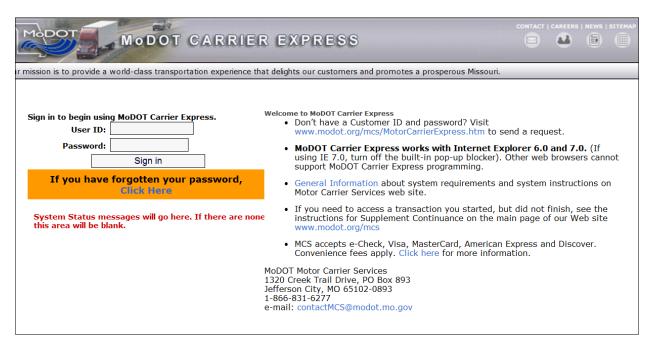
- A power unit having 2 axes and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 lbs., or
- A power unit having 3 or more axles, regardless of weight, or
- A vehicle used in combination when the weight of such combination exceeds 26,000 lbs.

#### Trailers -

- Not required to have apportioned plates, but apportioned plates are available from Motor Carrier
   Services when at least one power unit is actively registered in the apportioned fleet
- Apportioned trailer plates are not transferable or refundable.

#### Required Supporting Documents –

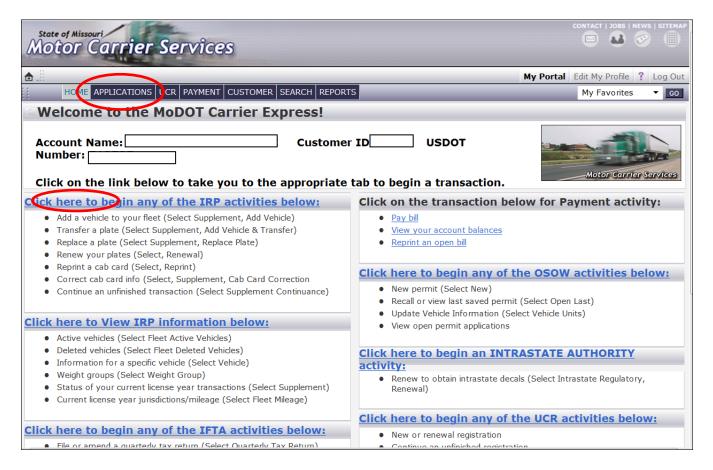
- Owner's title or validated titling application receipt
- Lease agreement when equipment is leased
- Federal Heavy Vehicle Use Tax Receipt (Form 2290) showing VIN if licensing in excess of 54,000 lbs. (not required for trailers)
- 1. Log on <u>www.modot.org/mce</u>



a. Enter your userID and password. Click on SIGN IN

2. The Welcome to the MoDOT Carrier Express page appears

This page contains links for various activities and information pages



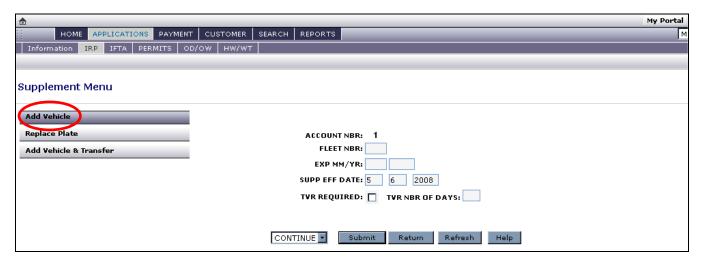
- a. To proceed with your supplement, click on APPLICATIONS or the IRP ACTIVITIES LINK
- 3. The Motor Carrier Services Program Information page appears. Click on the IRP tab



4. The IRP Main Menu page appears

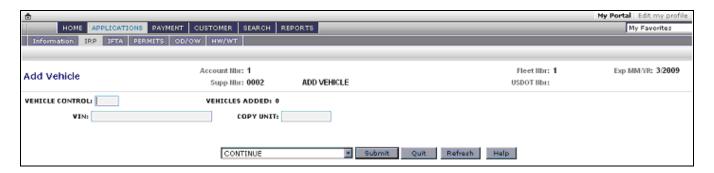


a. Click on **SUPPLEMENT** and complete the requested screen information



- Enter fleet number (required)
- Enter account expiration month and year (required)
- Supplement effective date will default to current date, change if needed
- If temporary vehicle registration is desired, click on TVR box
- TVR number of days defaults to 45 days but can be changed to fewer if needed
- b. Click SUBMIT Click SUBMIT again to confirm

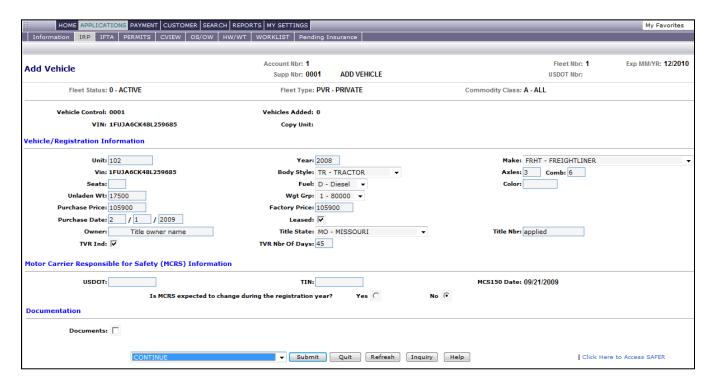
#### 5. The Add Vehicle (Control Screen) appears



NOTE: This screen controls the number of vehicles to be added. The control feature verifies that a unit was not missed. The supplement will not be invoiced until the vehicle control number matches the number of units added. The vehicle control number may be changed if needed.

- a. In the vehicle control field, enter total number of units being added (required)
- b. Enter the VIN of the first unit (required) Do not use copy unit for the first unit added
- c. When adding multiple vehicles that have some of the same data, you may enter the unit number of the previously added vehicle in the Copy Unit box, instead of the next VIN. Adjust the data for the new vehicle

#### 6. The Add Vehicle (Vehicle Detail) screen appears

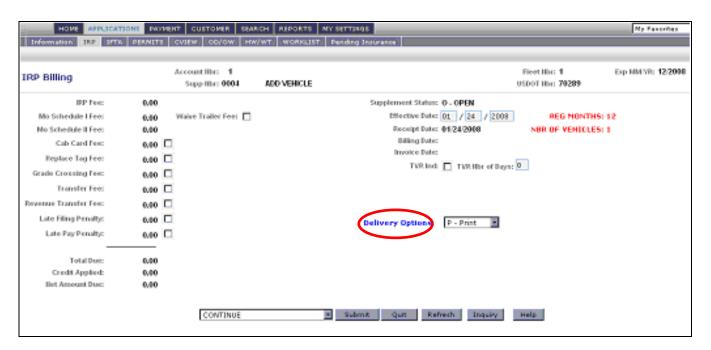


a. Enter vehicle information (see next page for more information)

#### **DEFINITIONS FOR THE VEHICLE DETAIL SCREEN**

- 1) Unit the number you have assigned to the vehicle
- 2) VIN Enter the Vehicle Identification Number as shown on the owner's title. If you used the copy unit function, change the VIN for the new vehicle
- 3) Year Enter vehicle manufacturing year
- 4) Make Enter the vehicle's make by selecting from the drop down list
- 5) Body Style Enter vehicle's body style by selecting from the drop down list
- 6) Axles Enter the number of axles the vehicle has
- 7) Comb Combined axles. The number of combined axles is automatically displayed after entering axes. Required if the vehicle is registered in Quebec, Canada. If the default is incorrect, change the number
- 8) Seats Only required when the vehicle being registered is a bus
- 9) Fuel Defaults to diesel. If the vehicle uses a different fuel type, select the correct type from the drop down list
- 10) Unladen Weight Enter the empty weight which is the weight of the vehicle when it is empty
- 11) Wght Grp Enter the appropriate weight group number for the maximum weight. If unknown, choose the dropdown at the bottom of the screen (next to SUBMIT), and click on Weight Group Selection. The list of weight groups will be displayed. To review a weight group, check the box next to it.
- 12) Purchase Price Enter the price paid for the vehicle
- 13) Factory Price The system provides this information based on a Factory Price Table
- 14) Purchase Date The month, day and year the vehicle was purchased by the current owner
- 15) Leased Click on this box if the name on the title differs from the name on the account
- 16) Owner Enter the name of the current owner as shown on the title or title application
- 17) Title State Using the dropdown, enter the state where the vehicle is titled
- 18) TVR Ind/TVR Nbr of Days If you failed to request temporary vehicle registration at the beginning of the transaction, and wish to do so now, check the TVR box.
- 19) Safety Indicator Check only if the motor carrier responsible for safety will change during the registration year.
- 20) USDOT Enter the USDOT number of the motor carrier responsible for the safety of the vehicle being added
- 21) TIN Enter the federal tax identification number of the motor carrier responsible for the safety of the vehicle being added.
  - b. When all information is entered, click on **SUBMIT** Review entries for correctness and click **SUBMIT** again to confirm
  - c. If you are processing more than one vehicle, the control screen is displayed each time you finish processing a vehicle so that you can begin to process the next one. Change the vehicle control number if needed.
  - d. Proceed to billing, by completing all entries and submitting.

7. The IRP Billing page appears without invoiced amounts



- a. Select a delivery option for your credentials or documents
- Fax Sends documents/credentials to your fax number indicated number can be changed
- Email –Sends documents/credentials to your email address indicated email can be changed
- Preview Sends documents/credentials to Report List (find in the REPORTS tab)
- b. Click **SUBMIT** fees will calculate. Click **SUBMIT** again to confirm and billing will be invoiced. The red message appears, **SUPPLEMENT TRANSACTION SUCCESSFULLY SUBMITTED FOR INVOICE**



**NOTE:** Upon retrieving your invoice, you have the option to pay immediately online by credit/debit card or e-check. You can also mail payment with a copy of the invoice.

#### WHAT YOU NEED TO KNOW BEFORE MAKING AN ONLINE PAYMENT

If you do not wish to pay online, you may send a check with a copy of your invoice to:

#### Mailing address

MoDOT Motor Carrier Services P O Box 893 Jefferson City, MO 65102

#### Physical Address (for shipping by UPS, FedEX, DHL, etc.)

MoDOT Motor Carrier Services 1320 Creek Trail Drive Jefferson City, MO 65109

#### **Credit/Debit Card**

MoDOT Motor Carrier Services accepts Visa, MasterCard, American Express, and Discover.

#### Convenience Fee

A convenience fee, charged by the card processing company, is added to each transaction. The fees are based on the amount of the transaction, see table below:

Transaction	Convenience
Dollar Amount	Fee
0-\$33	\$1.00
\$33.01-\$100	3%
\$100.01-\$250	2.95%
\$250.01-\$750	2.85%
\$750.01-\$1000	2.80%
\$1000.01-\$1500	2.75%
\$1500.01-\$2000	2.70%
\$2000.01and up	2.60%

#### Security Code (CV2)

The security code, also known as a CV2, is a three-digit number printed on the signature section on the back of the card. Enter the security code in the box marked "CV2". It is a required field.

If you pay in person or by phone, the MoDOT agent will ask for the code.

#### Get Fee

Use the Get Fee button to calculate the exact amount of the convenience fee. When the fee appears, you can apply payment.

#### **Using e-check**

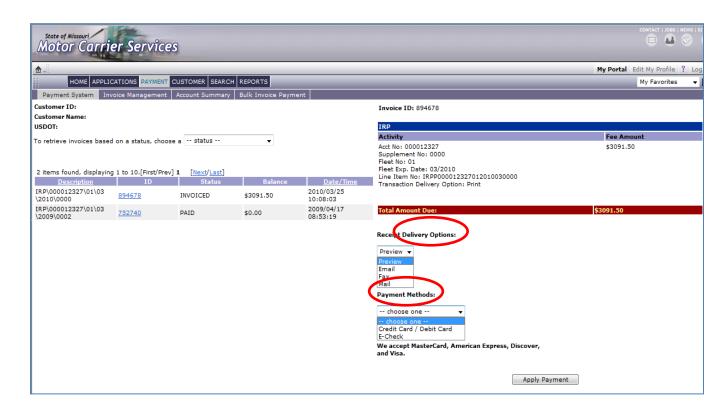
Pay directly from a checking account. The convenience fee for this service is 60 cents, regardless of the transaction amount.

#### PROCESSING AN ONLINE PAYMENT

Click on the PAYMENT tab and choose PAYMENT SYSTEM



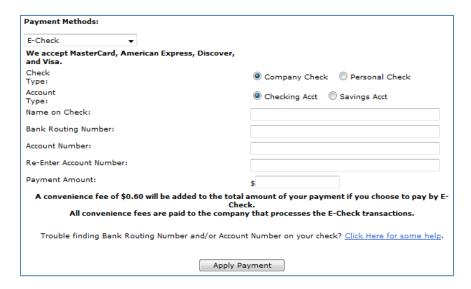
1. Click on the **BLUE ID NUMBER** of the invoice you wish to pay. Invoice details will appear on the right side of the screen.



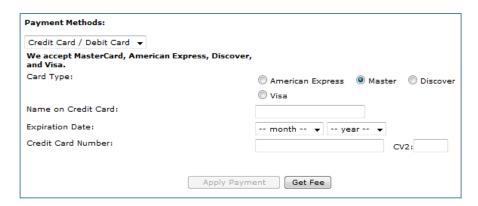
- 2. Choose a delivery option
  - Fax Sends documents/credentials to your fax number indicated number can be changed
  - Email –Sends documents/credentials to your email address indicated email can be changed
  - Preview Sends documents/credentials to Report List (find in the REPORTS tab)

#### 3. Choose a payment method

#### E-check



#### Credit/Debit Card



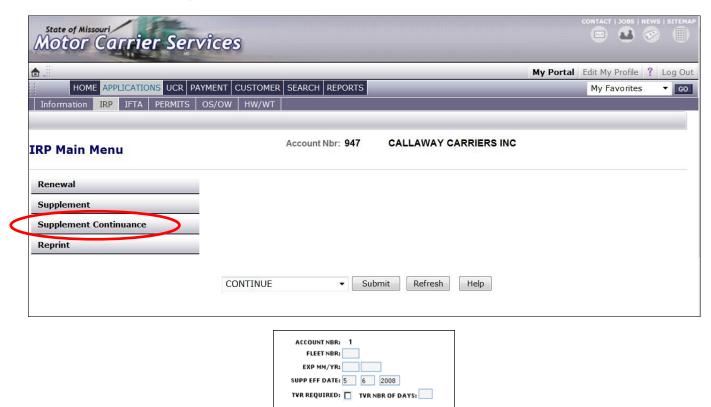
- Fill in the requested information (include CV2 security code from the back if using a card) and click on **APPLY PAYMENT** or **GET FEE**, depending on your option
- The status will change to PAID when full payment is processed
- Your receipt will come to you by fax or email, depending on which delivery option you chose
- Credentials will be issued when payment is made in full and all supporting documents are received

### HOW TO CONTINUE A SUPPLEMENT AFTER EXITING THE PROGRAM (SUPPLEMENT CONTINUANCE)

If you exit the program at any time during a transaction before the renewal is in an invoiced status, you must use the **SUPPLEMENT CONTINUANCE** function to get back to the point where you left off.

MoDOT Carrier Express holds a renewal or supplement transaction at the point of the last saved page. To resume your work, choose supplement continuance.

1. From the IRP Main Menu, select SUPPLEMENT CONTINUANCE



2. Account information will be requested. Complete the screen as follows:

ACCOUNT NBR	IRP Account Number
FLEET NBR	Fill in the fleet number if needed
EXP MM/YR	Enter the month and year that the renewed license will expire.
SUPP NBR	Enter the supplement number you want to resume. If you do not know the number, leave blank and click on SUBMIT. A list of supplements will appear. Choose the one you wish to continue.

- 3. Click **SUBMIT**. The renewal will open where you left off
- 4. Continue processing the application

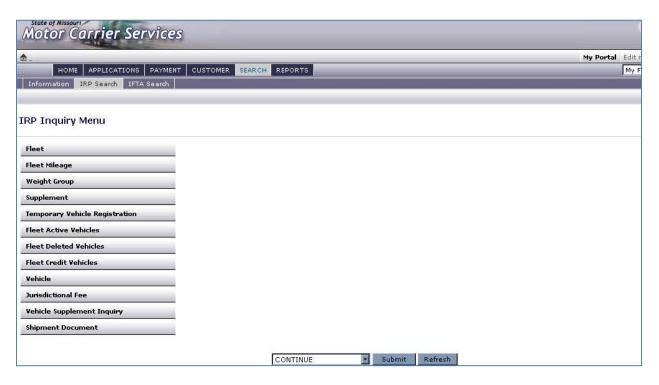
#### **INQUIRY PROCESS**

This process allows you to search (inquire/view) information in your account. You can review supplement statuses, fleet active vehicles, weight groups, etc.

You cannot process additional functions from the Inquiry function. You must return to the **APPLICATIONS** tab to process additional functions.

Click the **SEARCH** tab

The IRP Inquiry Menu page will display



#### Click on IRP SEARCH

Choose the option you wish to inquire from the menu on the left side of the page

Complete the screen as follows:

FLEET NBR	Enter the fleet number for the supplement you wish to continue.
EXP MM/YR	Enter the month and year of the fleet's registration period.
ALL OTHER FIELDS	Enter only one search option at a time.

Click **SUBMIT** to continue. From here you can filter through the screens as needed. Choose from drop down lists such as **RETURN** to go back to a previously viewed screen. Do not use your browser's "back" button. Using the back button or arrow will end your MoDOT Carrier Express session. You would then be required to log in again and use the **SUPPLEMENT CONTINUANCE** function to proceed.